



Early Procurement Activity (EPA) for the Procurement of Office Furniture, Fixtures and Supplies – 2 Lots

Project Identification No. PB-012-2024-EPA

1. The Philippine Fiber Industry Development Authority (PhilFIDA), through the FY 2025 National Expenditure Program (NEP) intends to apply the sum of Four Million Three Hundred Eight Thousand Pesos (PhP4,308,000.00) being the ABC to payments under the contract for the “Early Procurement Activity (EPA) for the Procurement of Office Furniture, Fixtures and Supplies – 2 Lots” for CY 2025. Bids received in excess of the ABC shall be automatically rejected at bid opening. The award of the contract to the effectivity of the General Appropriations Act (GAA) for FY 2025.

The Philippine Fiber Industry Development Authority through the FY 2025 National Expenditure Program (NEP) intends to apply the sum of:

Lot No.	Particulars	Amount (PhP)
1	Supply and Delivery of Office Fixtures and Supplies	1,632,000.00
2	Supply and Delivery of Office Furniture and Fixtures	2,676,000.00
TOTAL ABC		4,308,000.00

Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

The PhilFIDA is conducting this procurement through the Early Procurement Activity (EPA) for FY 2025 to ensure the timely delivery of goods, implementation of infrastructure projects and rendition of consultancy services, consistent with the GPPB Resolution No. 14-2029 dated July 17, 2019. EPA shall refer to the conduct of procurement activities, from posting of the procurement opportunity, if required, until recommendation of the Bids and Awards Committee (BAC) to the HoPE as to the award of the contract for goods to be delivered, infrastructure projects to be implemented and consulting services to be rendered in the following fiscal year (i.e. FY 2025, pending approval of their respective funding sources.

The bidders, therefore, are herewith informed of the following:

- a. Interested bidders are invited/requested to submit their bid proposals based on indicative budget (i.e. subject to final approval) through this invitation to Bid, together with the bidding documents;
- b. The PhilFIDA will evaluate the bid proposal and determine the winning bidder. The financial bid proposal of the winning bidder will be the contract price/amount which is considered fixed price. However, the Notice of Award (NOA) will only be issued upon the approval of the budget.

- c. Would there be a delay in the award as affected by the possible delay in the budget approval, the bid validity as specified in the bidding documents (which is a maximum of 120 calendar days), the winning bidder may be requested to extend the bid validity, the bid submitted by said bidder will be rejected.
2. The PhilFIDA now invites bids for the above Early Procurement Project. Delivery of the Goods is required by shall be in accordance with the Delivery Schedule under Section VI. Schedule of Requirements. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
 3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
 4. Prospective Bidders may obtain further information from PhilFIDA and inspect the Bidding Documents at the address given below during office hours from 8:00 A.M. to 5:00 P.M.
 5. A complete set of Bidding Documents can be accessed online starting December 6, 2024 (Friday) and the hard copy can be purchased by interested Bidders starting December 9, 2024 (Monday) from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Lot No.	Particulars	Bid Docs (PhP)
1	Supply and Delivery of Office Fixtures and Supplies	1,650.00
2	Supply and Delivery of Office Furniture and Fixtures	2,680.00
TOTAL BID DOC PRICE		4,330.00

6. The PhilFIDA will hold a Pre-Bid Conference¹ on December 13, 2024, 9:30 A.M. (Friday) through video conferencing via Microsoft Office 365 Teams which shall be open to prospective bidders. Bidder/s should submit a valid email address one (1) day before the Pre-Bid Conference.
7. Bids must be duly received by the BAC Secretariat through manual submission at PhilFID’s Fiber Processing and Utilization Laboratory: BAI Compound, Visayas Ave.,

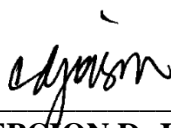
¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Brgy. Vasra, Quezon City on or before December 27, 2024 (Friday) at 9:00 A.M. Late bids shall not be accepted.

8. Bid opening shall be on December 27, 2023 (Friday) at 9:30 A.M. at PhilFIDA Fiber Processing & Utilization Laboratory: BAI Compound, Visayas Avenue, Brgy. Vasra, Quezon City to be streamed live via MS Office 365 Teams, the link of which is available by request. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Bidders may opt to attend virtually.
9. The Bidders shall drop three (3) copies of their duly accomplished eligibility requirement, technical and financial proposals in two (2) separate sealed envelopes in the bid box located at PhilFIDA's Fiber Processing and Utilization Laboratory: BAI Compound, Visayas Avenue, Brgy. Vasra, Quezon City. Interested bidders are requested to contact the BAC Secretariat at Cellular Phone Nos.: 09189402419 and 09983243606 before submitting the bidding documents.
10. The PhilFIDA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

PhilFIDA BAC Secretariat
Philippine Fiber Industry Development Authority
Fiber Processing & Utilization Laboratory
BAI Compound, Visayas Avenue, Brgy. Vasra, Quezon City
Tel Nos.: 8531-7854; Cellular Phone Nos. 09189402419 and 09983243606
Email Address: bac@philfida.da.gov.ph
12. You may visit the following websites:
For downloading of Bidding Documents:
www.philgeps.gov.ph and/or www.philfida.da.gov.ph

December 5, 2024



CONCEPCION D. JOCSON
BAC Chairperson